**SRXCAI004B exam preparation**

**PLAN A SESSION OR PROGRAM FOR PARTICIPANTS**

**1 Collect information to plan a session or program**

1. Identify **sources of information** required to plan a **session or** **program**
2. Ensure **information** is as up-to-date, accurate and comprehensive as available sources allow
3. Check conflicting **information** with relevant sources
4. Respect participants' and organisation's rights to confidentiality
5. Give consideration to the full range of ***participant's needs***
6. Determine the condition of the participant in consultation with relevant **support personnel** and the **participants aims and priorities**
7. Conduct relevant tests and assessments
8. Assess the likely demands of the activity on the **participants**
9. Advise **participants** of any obvious reasons why they should not participate in a given **session or program**
10. Identify **support personnel** necessary for the **session or program**
11. Refer ***participants*** with ***special requirements*** beyond own level of responsibility to a competent person/agency
12. Assess the **work environment** with regards to the **workplace context**

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| Previous exam |
| Notes (A. how did we achieve this element? B. key words and brief summary – refer to the range statements) |

**2 Produce a session or program plan**

* 1. Develop a plan which includes aims relevant to identified needs and **learning**
  2. Ensure the plan includes tasks and activities to achieve the aims and is realistic to the **participants** and **resources** available
  3. Identify and consider external factors which are likely to disrupt or influence the delivery, value and outcome of the session or program when planning the program
  4. Assess and confirm session and participant-specific risks are within acceptable **levels of supervision**
  5. Ensure the plan conforms to legislation, health and safety requirements and accepted good practice, taking into account age and stage of development of **participants**
  6. Ensure the plan enables everyone to take part to the best of their ability, according to their needs and avoids discrimination or stereotyping
  7. Seek agreement on the plan with staff, **participants** and organisations where relevant

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| Previous exam |
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**3 Resource a session**

* + 1. Arrange a ***venue*** appropriate for the session, the **participants** and their abilities
    2. Arrange **equipment** and ***resources*** appropriate for the activity and **participants**
    3. Ensure **equipment** is safely modified and/or conditioned for use by different participant groups
    4. Check **resources** for availability and safety
    5. Arrange financial **resources** necessary for the session, where relevant
    6. Ensure arrangements make the best use of available ***resources*** and minimise damage to the chosen environment
    7. Ensure arrangements are sufficiently flexible to allow the activity to be modified to meet particular needs
    8. Confirm arrangements and resources with the appropriate staff, support personnel, organisations and ***participants***
    9. Provide advice to ***participants*** on ***physical resource*** requirements for the ***session*** Organise and brief **support personnel** as to the extent and limitations of responsibilities, special needs of **participants** and expectations regarding attitudes to **participants**

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**RANGE STATEMENT** **CATEGORIES**

**Equipment**

* safety requirements, eg, first aid kit and protective clothing
* session/program – specific participant requirements
* session/program - specific group requirements
* equipment required by the session organiser

**Information**

* organisational aims
* expectations and aspirations of participants
* numbers, ages and gender of participants
* previous experience of participants
* medical condition
* special requirements
* the session environment

**Learning**

* can be through
  + demonstration and explanation
  + collaboration
  + self management
  + experimentation

**Levels of supervision**

* minimal on-site supervision
* restrictions on the type of site, location or facility used
* restrictions on type of session conducted
* restrictions on the number of participants
* working within clearly defined organisational procedures and policies
* restrictions on the conditions in which the session can be conducted, eg, environmental conditions, type of group

**Participants**

* experienced
* inexperienced
* adults
* children
* school
* variety of ethnic groups
* participants with special needs
* groups
* tourists
* club members
* general public

**Participants aims and priorities**

* competition/performance targets
* self improvement

**Workplace context**

* indoor or outdoor
* within a recreation/sport activity-specific context

**Work environment**

* varies with respect to
* size of organisation
* type of organisation
* location
* complexity
* product/service range